

Village of Fall Creek
Minutes of Public Property & Health Committee Meeting
May 17, 2016

1. **Call to Order:** 5:00 p.m., Village Hall Meeting Room, 122 E. Lincoln Ave., Fall Creek
2. **Roll Call:** Members Present: Chairperson Karen Strasburg, Bob Jenkins, Dane Zook. Members Absent: None. Also Present: Trustees Matt Mattoon and Wayne Steinke, Wayne Dau via telephone.
3. **Capital Equipment/Repairs: Consider Village Hall Façade and Process for Bidding:**
 - MOTION (Steinke/ Jenkins) to acquire a drawing of the west side of the building as well as the front of the building from architect Wayne Dau. PASSED, without negative vote.

Dau stated in a phone discussion on May 16th that he would meet with prospective contractors as a group, in his office, to explain the Village needs and requirements before they put in their bids. There would be a small additional cost for this service. The committee felt that contractors might need a more detailed plan with dimensions in order to make a bid. Wayne Dau, via telephone, explained that he could give the contractors additional information but they would want to take measurements on their own as well. Dau left the meeting via telephone.

Other items discussed:

 - Is a municipality required to have an extensive plan that could potentially cost \$4,000-5,000?
 - Would the village need to hire a master electrician?
 - Options for the front door: A single handicap accessible front door with a side light door that would swing open to accommodate delivery of larger items should be half the cost for double doors quoted at a previous meeting.
 - Project completion: contractor will need to complete the project as quickly as possible. The board will hold them to a certain number of days or weeks since the building is located on street with a great deal of traffic.
 - The person that gets the bid is the general contractor.
 - By law, does the village have to accept the lowest bid even if they feel there is a better option?
4. **Adjourn:**
 - MOTION (Steinke/Jenkins) @ 6:10 p.m. PASSED, without negative vote.

Karen Strasburg, Recording Secretary